View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The View Reports page appears.

3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* parameters page appears.

4. Enter the search criteria you would like to view.
   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From**: and **To**: Voucher Date range
   - Enter the **From**: and **To**: Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From**: and **To**: Adjustment Amount range
   - Enter the **From**: and **To**: Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**

> **Application Tip**
>
> The date range for **Voucher Date**, **Original Date of Deposit**, and **Deposit Date** cannot exceed 15 months.

- Click **Yes** or **No** for **Report With Children**.

> **Application Tip**
>
> Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Click an OTC Endpoint to initiate the report. The *Adjustment Activity (FI)* preview page appears.

> **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Under **Export as**,
    - Select **PDF**, **Word**, or **Excel** format
    - Click **Download**

    Or

    - Click **Print PDF Report**

> **Application Tip**
>
> All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (**Home**>**Reports**>**Historical Reports**).

> **Application Tip**
>
> Additional button on the page that helps you perform other tasks:
> - Click **Previous** to return to the previous page.